

~~CONFIDENTIAL~~

* MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director (Support)

SUBJECT: Example of Properly Prepared Correspondence for
Approval ~~or Disapproval~~ of the DCI ~~the DCI~~
~~and the DCI~~

1. This memorandum is presented as an example of correspondence properly prepared for approval ~~(or disapproval)~~ by the Director of Central Intelligence and showing distribution as made from the Office of the final approving official.

2. It is recommended that Management Staff publish an appropriate amendment and exhibit to [REDACTED] Correspondence Handbook.

JAMES A. GARRISON
Director of Logistics

CONCURRENCES:

Chief, Management Staff

Date

Director of Training

Date

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EXHIBIT 1

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SUBJECT: Example of Properly Prepared Correspondence for
Approval or ~~Disapproval~~ of the DCI

Deputy Director (Support)

Date

The recommendation in paragraph 2
is Approved: ~~(Disapproved)~~

Date

ALLEN W. DULLES
Director

Distribution:

Orig. - C/MgtS
1 - DCI
1 - Exec. Reg.
2 - DD/S
1 - D/Trg.
1 - D/Log.
1 - OL/AS

OL/AS/R&S: [REDACTED]: vhm/4137 (12 Dec 55)

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* This is an example of a staff paper prepared for approval of the highest level and is not to be interpreted as an example of subject matter which would normally be referred to the DCI for approval. Papers appropriate for the approval of the DD/S will be prepared in a similar manner.